Appendix M

SHIPMENT TRACING. DIVERTING. AND HOLDING

1. This appendix details the procedures and formats for tracing, diverting, or holding shipments in the DTS. The basic requirements associated with each of these actions are detailed in the individual chapters.

   a. Tracer, diversion, or hold actions are documented using either electronic data records or ETMs. Those activities which do not have automated capability or which consider messages more advantageous may use ETMs. The ETM must contain the same data as the automated record unless specifically excluded by this appendix, be in the same format, and be sent using "Priority" communications precedence. The same medium and precedence are used throughout the entire processing cycle.

   b. The formats for tracing, diverting, and holding shipments are illustrated along with completion instructions in figures M-1 through M-1 O.

2. Tracing through MILSTAMP allows use of modified supply system shipment status data to locate a shipment unit in the DTS.

   a. Before tracing a shipment, the activity initiating the tracer ensures the following prerequisites have been met.

   (1) The normal transit time or specified RDD has elapsed.

   (2) The destination carrier has not offered the shipment for delivery.

   (3) The normal delivery time has expired and undue delay has occurred.

   (4) The shipment was not forwarded from CONUS more than 90 days prior to tracing.

   (5) All data necessary to initiate the tracer have been collected; specifically, the TCN, the DoDAAC of the shipper, date of shipment or lift, and the POE. This information is generally available in the MILSTRIP shipment status record or in other documentation such as the bill of lading (TGBL, GBL, or CBL).[1]

   b. When all of the prerequisites have been met, tracing activities prepare a request for transportation status using the format with DI TM1 as illustrated in figure M-7 or M-2. If the flight or vo yage number is known, the tracing activity sends the request to the clearance authority for the POD; if not known, to the clearance authority for the POE.

   c. The clearance authority receiving the transportation status request (D1 TM1):

   (1) Determines the status or disposition of the shipment; e.g., enroute, on hand, etc.

   (2) Notifies the tracing activity of the status with a transportation tracer reply using the format with DI TMA or TMJ as illustrated in figure M-3 or M-4. The clearance authority sends separate replies (DI TMA or TMJ) for each split shipment.

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[1] Army activities use the data in the Shipment Detail Lift Notice (DI BDD) which, if not received, is requested by submitting a requisition (document) number inquiry to the AMC Logistics Control Activity (LCA). The request is submitted using DAAS or by mail to the LCA, ATTN: AMCLC-L, Presidio of San Francisco, CA 94129-6000.

(3) Provides a negative status when no records of the shipment are found in the advance TCMD, receipt, or lift files.[2]

d. Upon receiving a negative status from the clearance authority (or, for Army activities, a second negative status from the LCA), the tracing activity verifies the accuracy of the data (TCN, date shipped, POE) with the shipping activity. If valid, the shipping activity (as requested by the tracing activity) transmits the data by ETM to the clearance authority. The shipping activity includes additional data such as the bill of lading number or routing to assist in tracing the shipment. Tracing actions are not presented to the clearance authority more than 150 days after shipment.

3. As specified in the individual chapters of MILSTAMP, a diversion or hold may be necessary and authorized for cargo moving in the DTS.

a. Requests for diversion are prepared using the format with DI TM2 as illustrated in figure M-5 or M-2. If complete diversion data including the new consignee and fund citation are not available at the time, a hold request (with DI TM3 and illustrated in figure M-8 or M-2) is prepared instead of the diversion. The diversion or hold request/authorization is sent to the appropriate POE or POD clearance authority.

b. The clearance authority receiving the diversion (DI TM2) or hold (DI TM3) request:

(1) Determines whether or not the shipment is available to be diverted or held.

(2) Notifies the requesting/authorizing activity of the status of the shipment. This notification is forwarded to the requesting activity and consignee within 48 hours and takes one or more of the following forms:

(a) TMB, Diversion Confirmation. This format (figure M-6 or M-7) verifies receipt of, and compliance with, the diversion request/authorization.

(b) TMC, Shipment Hold Acknowledgment. This format (figure M-9 or M-1 O) verifies receipt of, and compliance with, the hold request/authorization.

(c) TMK, Diversion Denial. This format (figure M-6 or M-7) indicates the POE/POD cannot comply with the diversion request because the shipment has already been lifted, loaded, or is otherwise uneconomical to divert.

(d) TML, Shipment Hold Denial. This format (figure M-9 or M-10) indicates the POE/POD cannot comply with the hold request because the shipment has already been lifted, loaded, or is otherwise uneconomical to divert.

(e) TMS, Disposition Instructions. This format (figure M-8) provides the clearance authority with the new consignee and fund citation (TAC) for a shipment which has been held.

(f) TMT, Disposition Request. This format (figure M-9 or M-1 O) provides the clearance authority (or POE/POD) a means to request the new consignee and fund citation (TAC) for a shipment being held.

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[2] Army activities receiving a DI TMA/TMJ negative status for a surface shipment verify the accuracy of the request (DI TM1) than submit a new request (DI TM1) to the LCA. This second request is submitted, within 120 days of . shipment, by *DDN* (Routing Identifier RUWJHRA) or mail to Commander, AMC, ATTN: AMCLC-L, Presidio of San Francisco, CA 94129-6900.

c. Activities authorized to issue diversion or holding instructions use the data provided by the clearance authority to update supply status requirements.

Tracing Request (TM1)

Data Field	Procedure
1-3	Enter TMI for tracing request.
4-9	Enter DoDAAC of the shipping activity.
10-12	Enter date shipped code from appendix F7.
13-16	Leave blank.
17-19	Enter air terminal or water port identifier code (appendix F4 or appendix F21) from shipment status record or other advance notification.
20-23	Leave blank.
24-29	Enter DoDAAC of tracing activity.
30-46	Enter TCN of the shipment.
47-51	If sent to POE clearance authority, leave blank; otherwise, enter basic flight number, without date, or voyage number preceded by blanks if less than five positions.
52-54	Leave blank.
55-57	If sent to POE clearance authority, leave blank; otherwise, enter the air or water POD identifier code (appendix F4 or appendix F21).
58-71	Leave blank.
72-77	Enter DoDAAC of consignee.
78-80	Leave blank.

Figure M-1

ETM Entries for MILSTAMP Tracing (TM1), Diversion (TM2), and Hold Request (TM3)

Prepare the standard ETM Joint Message Form (DD Form 173 (series)) as prescribed by various telecommunications publications and include:

1. Enter "TC" (tape to card) in the LMF block of the header line.

2. In the message body:

   a. Enter subject; i.e., MILSTAMP TRACER, DIVERSION, or HOLD.

   b. Use symbols as follows:

      Use a slash (/) to separate entries,

      Use a slash and ampersand (/&) at end of each shipment unit.

      Use an ampersand (&) to begin additional message form pages.

      Use a zero (0) to fill blank spaces in a data field.

   c. Enter data detailed in figures M-1, M-5, and M-8.

   d. Make the entries cited in paragraph 2.c., on two lines with the first line ending with a slash (/) after record position 46.

Figure M-2

Tracing Reply (TMA)

**Data
*Field***   Procedure

From POE Clearance Authority

1-3   Enter TMA for tracer reply,

14-16   Enter date code (appendix F7) for date shipment arrived at POE or its ETA. If no record on file, enter XXX.

20-22   Enter date code (appendix F7) to indicate when shipment was, or is expected to be forwarded.

23   Enter the mode/method code (appendix F13) used to forward shipment.

68-72   Enter last five positions of MILVAN/SEAVAN number; otherwise, leave blank.

74-79   Enter DoDAAC of consignee.

From the POD Clearance Authority

1-3   Enter TMA for tracer reply.

52-54   Enter date code (appendix F7) for date shipment arrived at POD or its ETA. If no record on file, enter XXX.

58-60   Enter date code (appendix F7) to indicate when shipment was, or is expected to be forwarded.

61   Enter the mode/method code (appendix F13) used to forward shipment.

62-67   Enter DoDAAC for transshipping point; in none, leave blank.

68-72   Enter last five positions of MILVAN/SEAVAN number; otherwise, leave blank.

74-79   Enter DoDAAC of the consignee.

Figure M-3

ETM Entries for Tracing Reply (TMJ)

Prepare the standard ETM Joint Message Form (DD Form 173 (series)) as prescribed by various telecommunications publications and include:

    1. The subject is MILSTAMP TRACER REPLY.

    2. Use one line for each shipment unit described.

        a. If the responding activity is reporting **No Record,** the only entries required are the document identifier, the TCN, and **XXX.**

        b. In all other cases, the responding activity reports:

            Document identifier (TMJ)
            The TCN
            Date received or ETA date
            POE
            Flight or voyage number
            POD
            Actual/expected date of lift from POE or POD. If the date received is an ETA, leave blank.
            MILVAN or SEAVAN number
            DoDAAC for consignee or transshipping point.

        c. All entries are separated by a slash (/).

        d. Blank spaces in a data field are zero (0) filled.

Figure M-4

Diversion Request (TM2)

Data Field	Procedure
1-3	Enter TM2 for diversion request.
4-9	Enter consignor DoDAAC; if unknown, leave blank,
10-12	Enter the date code (appendix F7) for the date shipment left the consignor.
13-16	Leave blank.
17-19	Enter air terminal or water port identifier code (appendix F4 or F21).
20-23	Leave blank.
24-29	Enter the DoDAAC of the activity requesting (authorizing) the diversion.
30-46	Enter the TCN of the shipment unit.
47-51	If sent to POE clearance authority, leave blank; otherwise, enter basic flight number, without date, or voyage number preoeded by blanks if less than five positions.
52-54	Leave blank.
55-57	If sent to POE clearance authority, leave blank; otherwise, enter the air or water POD identifier code (appendix F4 or appendix F21).
58-67	Leave blank.
68-71	Enter the TAC applicable for the new consignee.
72-77	Enter the DoDAAC for the new consignee.
78-80	Leave blank.

Figure M-5

Diversion Request Reply Confirmation (TMB), or Denial (TMK)
by the POE Clearance Authority

For shipments which can be diverted, the POE clearance authority changes the diversion request as follows:

Data Field	Procedure
1-3	Enter TMB for diversion confirmation.
20-22	Enter the date code (appendix F7) for the date the shipment forwarded to the new consignee. Send copy of confirmation to new consignee.
23	Enter the mode/method code (appendix F13) used to forward shipment.

For shipments which cannot be diverted, the POE clearance authority changes the diversion request as follows:

Data Field	Procedure
1-3	Enter TMK for diversion denial,
20-22	If the shipment has been lifted, enter the date code (appendix F7) for the date the shipment was forwarded. If the shipment has been loaded or is otherwise uneconomical to divert, enter XXX. In either case send copy of denial to new consignee.
23	Enter the mode/method code (appendix F13) used to forward shipment.
47-51	If shipment has been lifted, enter basic flight number, without date, or voyage number preceded by blanks if less than five positions; otherwise, leave blank.
55-57	If the shipment has been lifted, enter the air terminal or water port identifier code (appendix F4 or appendix F21) for the POD; otherwise, leave blank.

Figure M-6

Diversion Request Reply Confirmation (IMB). or Denial (TMK)
bv the POD Clearance Authority

For shipments which can be diverted, the POD clearance authority changes the diversion request as follows: "

Data Field	Procedure
1-3	Enter TMB for diversion confirmation.
58-60	Enter the date code (appendix F7) for the date the shipment will be forwarded to the new consignee. Send copy of confirmation to the new consignee.
61	Enter the mode/method code (appendix F13) used to forward shipment. .

For shipments which cannot be diverted, the POD clearance authority changes the diversion request as follows:

Data Field	Procedure
1-3	Enter TMK for diversion denial.
58-60	If the shipment has been lifted, enter the date code (appendix F7) for the date the shipment was forwarded. If the shipment has been loaded or is otherwise uneconomical to divert, enter XXX. In either case send copy of denial to new consignee.
61	Enter the mode/method code (appendix F13) used to forward shipment, if applicable.

Figure M-7

Shipment Hold Reauest/Authorization(TM3)
Disposition Instruction (TMS) ·

When a shipment is to be diverted, but the new consignee and/or fund citation is not available, a hold request/authorization is issued seeking confirmation the shipment has been located and is available for diversion.

Data Field	Procedure
1-3	Enter TM3 for a requestlauthorization to hold a shipment.
4-9	Enter the DoDAAC of consignor; if unknown, leave blank.
10-12	Enter the date code (appendix F7) for the date shipment left the consignor.
13-16	Leave blank.
17-19	Enter the air terminal oɾ water port identifier code (appendix F4 or appendix F21).
20-23	Leave blank.
24-29	Enter DoDAAC of activity authorizing (requesting) the hold.
30-46	Enter the TCN of the shipment.
47-51	If sent to POE clearance authority, leave blank; otherwise, enter basic flight number, without date, or voyage number preceded by blanks if less than five positions.
52-54	Leave blank.
55-57	If sent to POE clearance authority, leave blank; otherwise, enter the air or water POD code (appendix F4 or appendix F21).
58-61	Leave blank.
62-67	Enter the DoDAAC of the activity that will provide disposition instructions.
68-80	Leave blank.

When the consignee and fund citation have been determined, disposition instructions are sent to the activity holding the shipment by changing and adding to the hold request/authorization as follows:

Data Field	Procedure
1-3	Enter TMS for disposition instructions.
68-71	Enter the TAC indicating the funds paying for movement to the new consignee.
72-77	Enter the DoDAAC of the new consignee.

Figure M-8

Figure M-8

POE Shipment Hold Reply Acknowledgement (TMC),
Disposition (TMT), and Denial (TML)

For shipments which, can and will be held, the POE clearance authority returns the hold request/authorization changed as follows:

Data Field	Procedure
1-3	Enter TMC to indicate shipment will be held.

For shipments being held, the POE clearance authority requests disposition instructions by returning the hold request/authorization changed as follows:

Data Field	Procedure
1-3	Enter TMT to request disposition instructions.

For shipments which have been lifted or are otherwise uneconomical to hold and/or divert, the POE clearance authority returns the hold request/authorization changed as follows:

Data Field	Procedure
1-3	Enter TML to indicate shipment cannot be held.
20-22	If shipment has been lifted, enter the date code (appendix F7) for the date shipment was lifted. If the shipment has been loaded or is otherwise uneconomical to hold or divert, enter XXX.
23	Enter the mode/method code to indicate the method used to forward the shipment.
47-51	If the shipment has been lifted, enter basic flight number, without date, or voyage number preceded by blanks if less than five positions; otherwise, leave blank.
55-57	If the shipment has been lifted, enter the air or water POD identifier code (appendix F4 or appendix F21), otherwise, leave blank.

Figure M-9

**POD Shipment Hold Reply Acknowledgement (TMC),
Disposition (TMT), and Denial (TML)**

For shipments which, can and will be held, the POD clearance authority returns the hold request/authorization changed as follows:

Data Field	Procedure
1-3	Enter TMC to indicate shipment will be held.

For shipments being held, the POD clearance authority requests disposition instructions by returning the hold request/authorization changed as follows:

Data Field	Procedure
1-3	Enter TMT to request disposition instructions.

For shipments which have been loaded or are otherwise uneconomical to hold and/or divert, the POD clearance authority returns the hold request/authorization changed as follows:

Data Field	Procedure
1-3	Enter TML to indicate shipment cannot be held.
58-60	If shipment has been lifted, enter the date code (appendix F7) for the date shipment was forwarded. If the shipment has been loaded or is otherwise uneconomical to hold or divert, enter XXX.
61	Enter the mode/method code to indicate the method used to forward the shipment.